OGC Has Reviewed STANDAR FORM NO. 64 Approved For Release 2003/08/22 : CIA-RDP54-00177A000100110040-7 Office Memorandum • UNITED STATES GOVERNMENT Chief, Services Branch DATE: 2 March 1948 : Chief. Property Control Division SUBJECT: Report of Operations for the Month Ending 29 February 1948 1. Status of Personnel: STAT a. Number of persons authorized...... b. Number of persons now on duty...... c. Number of persons now on sick leave..... d. Remaining unfilled positions...... The major personnel problem during the past month has been the lack of a stenographer. Considerable delay has been experienced in expediting reports, revising manual, and transmitting correspondence to Property and Supply Officers inasmuch as the above matters must be handwritten, prior to issuance. 2. Problems Encountered: During the past month, Auditors of the Property Control Division, have encountered a number of problems which seem to be prevalent in several Property and Supply Accounts. That is, Property and Supply Officers have delayed posting vouchers to property records, and, as a consequence, said records do not reflect a true status of accountability. It was also noted that several Property Officers are not exercising sufficient control over Responsible Officers under their jurisdiction. This is due to the lack of adequate coordination in the transfer of property between sub-accounts within property accounts and transfers to other property accounts. To correct this situation, which will lessen the time element in auditing property records, this office will issue separate procedural instructions relative to posting vouchers immediately to stock record accounts and utilizing Form No. 36-24 for transfers of non-expendable property to other Responsible and Accountable Officers. The Chief, Supply Division, has cooperated to the extent of issuing a memorandum to the Chief, Storage outlining instructions to supervisors of moving crews to move property only when necessary transfer documents have been processed by Property Officers. 3. Major Accomplishments: a. In accordance with recent discussions and meetings, relative to

STAT

STAT

property within C.I.A., as setforth in General Regulations

following has been accomplished.

the establishment of a monetary value for expendable and non-expendable

the

STAT

Approved For Release 2003/08/22 : CIA-RDP54-00177A000100110040-7

- (1) Property Control Cards, Form No. 36-19, revised October 1947, to reflect total accountability of non-expendable property, and monetary value thereof, charged to Property and Supply Accounts, C.I.A., and designated accountability and responsibility has been established.
- (2) The monetary Value of expendable and non-expendable property has been established which will be forwarded for the first reporting period ending 29 February 1948.
- (3) A Property Accounting Record, Form No. 36-63, which will reflect the total monetary value of non-expendable property on hand as of each reporting period, has been established.
- b. The draft of the "Property Accounting Manual," outlining procedural instructions relative to the accountability of agency property, has been revised and forwarded for concurrence. Chapters pertaining to C.I.A. Property Survey Board proceedings, Reports of Inventory Adjustment, Survey Reports, Liabilities, and Clearances of C.I.A., employees, have been forwarded to the C.I.A. Property Survey Board, (Mr. _______, Chairman, and Mr. John Warner, Member) for review and comments.
- c. A procedure, relative to a droppage allowance of \$25.00 on a quarterly basis for expendable supplies carried in supply accounts, has been prepared and forwarded for concurrence. A form, entitled, "Certificate of Droppage Minor Expendable Supplies," to be used for the above purpose, which will list nomenclature, quantity, unit value, and value of items to be deleted from stock records of the Supply Officer, has been drafted. This procedure in general, will eliminate administrative costs of processing surveys for items of a low monetary value and will authorize the Chief, Services Branch, to take final approving action on such droppages. Mr. John Warner, Asst. General Counsel, stated that, from a legal viewpoint, authorization may be redelegated to the Chief, Services Branch, by the C.I.A. Property Survey Board, to approve such droppages.
- d. During the past month, as requested by the Chief, Budget and Finance Branch, this office has obtained the total number of Penalty Indicia Material within C.I.A.

4. Future Plans:

- a. The Property Control Division is in the process of establishing "Identification Control Cards," Form No. 36-47, for such items as office machines; recording equipment; wehicles; X-ray apparatus; tires; etc., located within Property and Supply Accounts, C.I.A. The above records, which have been partially established will be completed, during the ensuing months. In order to complete this task, it will be necessary to obtain:
 - (1) Serial numbers for Safes (all kinds) and Stamps, Time and Date, electric, located in Property Accounts which have been previously surveyed.

25X1A9A

Approved For Release 2003/08/22 : CIA-RDP54-00177A000100110040-7

whic					erty loc	ated i	n Proj	perty A	ice ount	cs,	
Z _q ui	(3) Lµment	Serial and Fu	numbers rniture,	of Safes Supply	s (all k Account	inds) No. 3	locat	ed in	Office		
Supp				of all		j	items	locate	d in O	peratio	^{n®} \$TA
	tàlĺat	cion, Ac	count No	. 7; Med	erty loc lical Su	ated i	in Con Accoun	struct t No.	ion and 5; Com	i nuni-	
	agend	y machi	nes. Th	e Chief	, Supply	r Divis	sion,	has ag			
cific ershi	e loca ip rig	ations o	of each m	achine,	mainter	ance i	repair	costs	, and	agency	
Dur:	ing the	he month the var	of Febr	uary 194 tions o	48, the f the Pr	follow opert	ving w y Cont	ork lo rol Di	ad was vision	• ,	
a.											
	(1) (2) (3) (4) (5)	Deliver Reports Identif	ry Receip s of Inve fication	ots Frod Intory & Control	essed (E djustmer Cards I	Expendents From Posted	able). ocesse	d		500 27 925	
b.											
L	(Şee	Attache	ed Memora	ındum)							
C •											
	(1) (2) (3) (4)	Survey Propert	Reports ty Clears	Being I inces Is	nvestige sued	ated	• • • • •		• • • • • •	1 9 41 7	CT A
											STA
	Suppose Suppos	which have (3) Equipment (4) Supply Act (5) Installate eations (6) all agence assist the bold is in the cation of the control of the	which have not b (3) Serial Equipment and Fu (4) Serial Supply Account N (5) Serial Installation, Accations Supply A (6) Purchas all agency machi assist this offi b. It is contem cific locations of the sership rights can remonths. During the month of the formed by the var a. (1) Voucher (2) Deliver (3) Reports (4) Identifi (5) Memorar b. (5ee Attache c. (1) Survey (2) Survey (3) Properti	(3) Serial numbers Equipment and Furniture, (4) Serial numbers Supply Account No. 1. (5) Serial numbers Installation, Account No cations Supply Account No cations Supply Account No cations Supply Account No assist this office in ob b. It is contemplated to cific locations of each mership rights can be account months. During the month of Febre formed by the various section. (1) Youchers Posted (2) Delivery Receipt (3) Reports of Inventional Section (5) Memorandum Receipt (4) Identification (5) Memorandum Receipt (5) Survey Reports (1) Survey Reports (2) Survey Reports (3) Property Clears	which have not been surveyed. (3) Serial numbers of Safes Equipment and Furniture, Supply (4) Serial numbers of all Supply Account No. 1. (5) Serial numbers of proper Installation, Account No. 7; Medications Supply Account No. 1 (6) Purchase dates and reperated agency machines. The Chieff assist this office in obtaining b. It is contemplated that the cific locations of each machine, ership rights can be accomplished a months. During the month of February 19 formed by the various sections of a. (1) Vouchers Posted	(3) Serial numbers of Safes (all k Equipment and Furniture, Supply Account (4) Serial numbers of all Supply Account No. 1. (5) Serial numbers of property loc Installation, Account No. 7; Medical Sucations Supply Account No. 1 (6) Purchase dates and repair cost all agency machines. The Chief, Supply assist this office in obtaining the above of the coations of each machine, mainternership rights can be accomplished, in it months. During the month of February 1948, the formed by the various sections of the Fra. (1) Vouchers Posted	which have not been surveyed. (3) serial numbers of safes (all kinds) Equipment and Furniture, Supply Account No. 3 (4) Serial numbers of all Supply Account No. 1. (5) Serial numbers of property located in Installation, Account No. 7; Medical Supply a cations Supply Account No. 1 (6) Furchase dates and repair costs, as all agency machines. The Chief, Supply Divis assist this office in obtaining the above into the series of each machine, maintenance in ership rights can be accomplished, in its entire months. During the month of February 1948, the follow formed by the various sections of the Property a. (1) Vouchers Posted	which have not been surveyed. (3) Serial numbers of Safes (all kinds) located Equipment and Furniture, Supply Account No. 3. (4) Serial numbers of all items Supply Account No. 1. (5) Serial numbers of property located in Communication, Account No. 7; Medical Supply Account Cations Supply Account No. 1 (6) Furchase dates and repair costs, as the call agency machines. The Chief, Supply Division, assist this office in obtaining the above informat b. It is contemplated that the above program, whice of it is contemplated that the above program, whice it is contemplated that the above program is contemplated that the above program is contemplated that the above progra	which have not been surveyed. (3) serial numbers of Safes (all kinds) located in a Equipment and Furniture, Supply Account No. 3. (4) Serial numbers of all items located supply Account No. 1. (5) Serial numbers of property located in Construct: Installation, Account No. 7; Medical Supply Account No. 2 cations Supply Account No. 1 (6) Furchase dates and repair costs, as the case may all agency machines. The Chief, Supply Division, has agassist this office in obtaining the above information. b. It is contemplated that the above program, which will diffic locations of each machine, maintenance repair costs sership rights can be accomplished, in its entirety, within remonths. During the month of February 1948, the following work located by the various sections of the Property Control Division as (1) Vouchers Posted	which have not been surveyed. (3) Serial numbers of Safes (all kinds) located in Office Equipment and Furniture, Supply Account No. 3. (4) Serial numbers of all	(3) Serial numbers of Safes (all kinds) located in Office Equipment and Furniture, Supply Account No. 3. (4) Serial numbers of all

STAT

STAT

STAT